

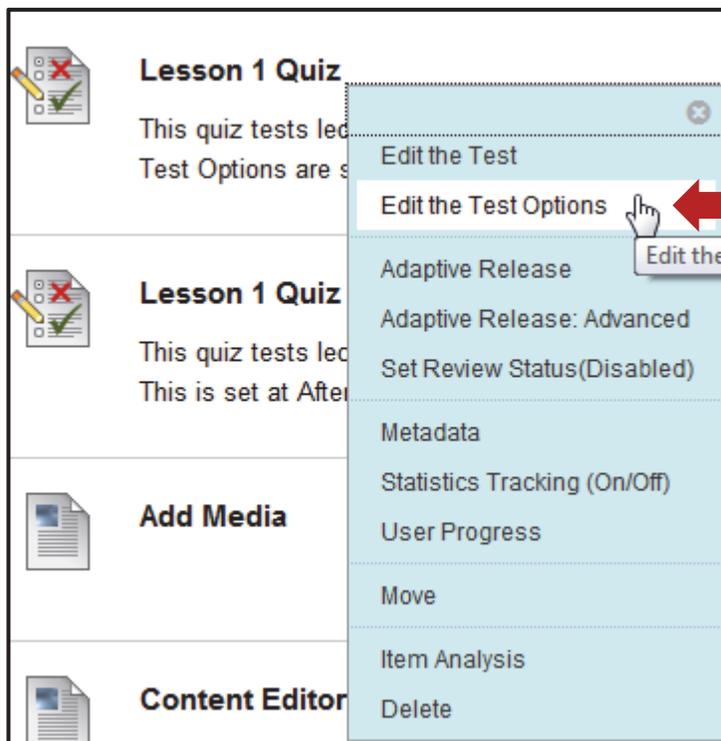
# Setting Test Availability Exceptions

In deploying tests, faculty can select one or more groups or users and make a number of exceptions to the test's availability settings. Some faculty use exceptions to provide an accommodation to a disabled student or provide accommodations for technology and language differences. To make exceptions, first create the group using **Control Panel<Users and Groups<Groups**.

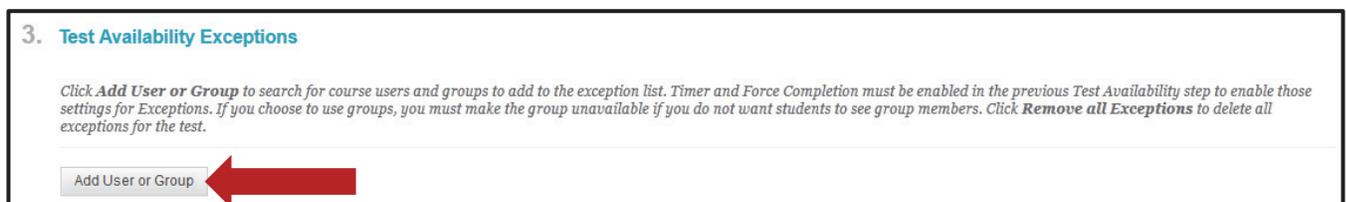
1. Make sure the **Edit Mode** is **ON**.



2. On the content page where you deployed your test, click the test's action link and select **Edit the Test Options** on the drop-down menu.

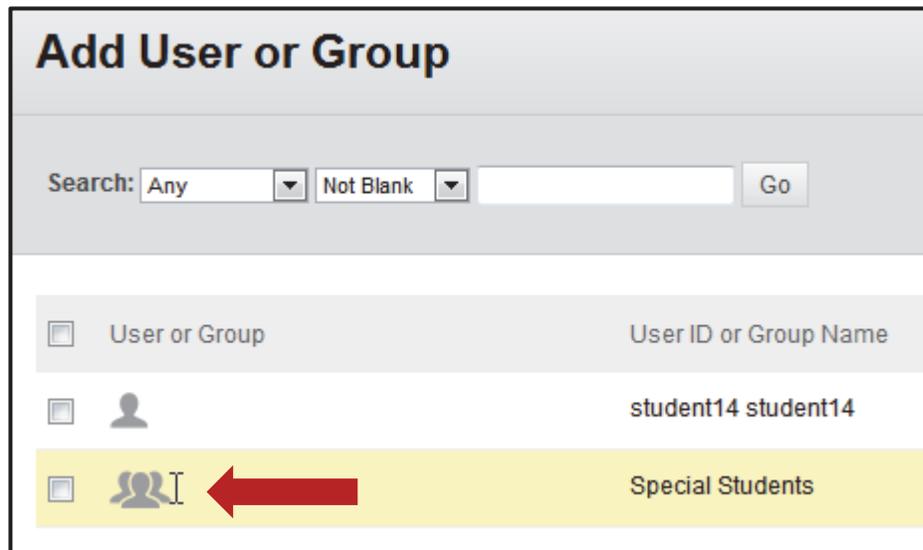


3. The **Test Options** page displays. Scroll down to the **Test Availability Exceptions** section. Click the **Add User or Group** button.



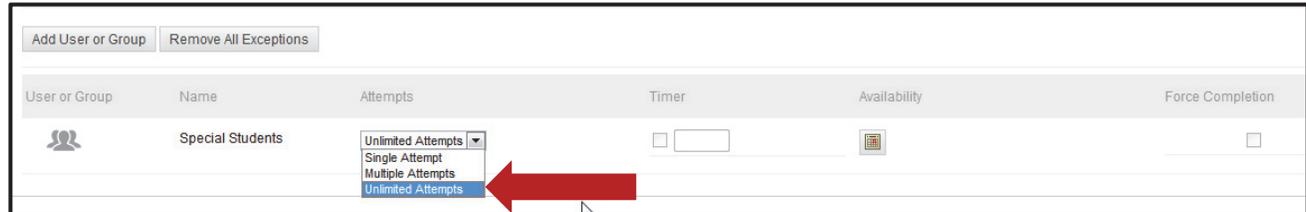
## Setting Test Availability Exceptions

- In the **Add User or Group** window, click a checkbox to select an option in the **User or Group** column and click the **Submit** button.



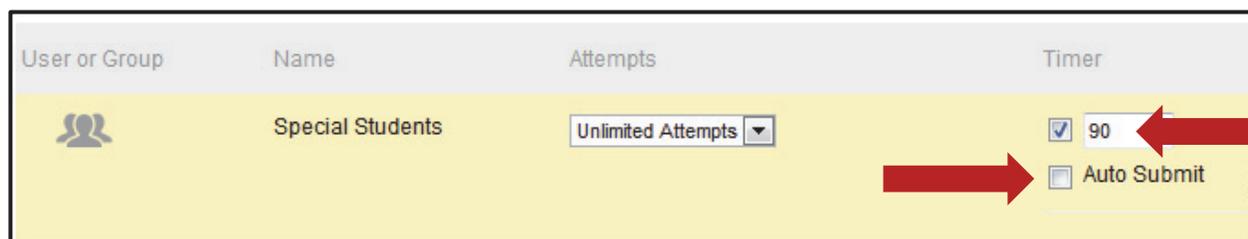
<input type="checkbox"/>	User or Group	User ID or Group Name
<input type="checkbox"/>		student14 student14
<input type="checkbox"/>		Special Students

- The **Test Options** page displays with the **Test Availability Exceptions** section showing the selected user or group. If desired, select the number of **Attempts** you are allowing this group of students.



User or Group	Name	Attempts	Timer	Availability	Force Completion
	Special Students	Unlimited Attempts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- To set a **Time Limit** or to **Force Completion**, first select these options in the **Test Availability** section on the **Test Options** page. Then, in Section 3, click the checkbox for the **Timer** and enter the number of minutes. If you want Blackboard to automatically submit the exam when time expires, click the **Auto Submit** checkbox.



User or Group	Name	Attempts	Timer
	Special Students	Unlimited Attempts	<input checked="" type="checkbox"/> 90 <input checked="" type="checkbox"/> Auto Submit

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7. To set the **Test Availability** for the group, click the **Availability** icon. The date and time picker display. Select the dates and times, then click the **Save** button.

8. If you want to force students to complete the test in one sitting, click the **Force Completion** checkbox.

9. To delete an exception, click the red **X**. If you have multiple exceptions, click the **Remove All Exceptions** button above the exceptions area. Both deletions will display a confirmation window. Click the **OK** button.

10. Click the **Submit** button to save your changes.